

May 2, 2016 8:30 A.M.

JONES COUNTY BOARD OF COMMISSIONERS

REGULAR MEETING

JONES COUNTY AGRICULTURAL BUILDING, 110 MARKET STREET

TRENTON, NC 28585

MINUTES

COMMISSIONERS PRESENT:

Zack Koonce, Chairperson
Frank Emory, Vice-Chairperson
Mike Haddock, Commissioner
Joseph Wiggins, Commissioner
Sondra Ipock-Riggs, Commissioner

OFFICIALS PRESENT:

Franky J. Howard, County Manager
Angelica Hall, Clerk

COMMISSIONERS ABSENT:

The Chairperson called the meeting to order. Commissioner Frank Emory gave the invocation. **MOTION** was made by Commissioner Joseph Wiggins, seconded by Commissioner Frank Emory, and unanimously carried **THAT** the agenda be **APPROVED** as presented.

MOTION made by Commissioner Frank Emory, seconded by Commissioner Mike Haddock, and unanimously carried **THAT** the minutes for Regular Meeting on April 18, 2016 be **APPROVED**.

PUBLIC COMMENT PERIOD:

No Comment

1. TAX REFUND

Mr. Franky Howard presented the Board with a Debt Setoff Refund. **MOTION** made by Commissioner Joseph Wiggins seconded by Commissioner Frank Emory and unanimously carried **THAT** the Debt Setoff Refund be **APPROVED** as presented. A copy of this refund request is marked **EXHIBIT A** and is hereby incorporated and made a part of the minutes.

2. WATER-CAPITAL REQUEST

Mr. Franky Howard presented the Board with a Capital Request from the Water Department. This request is for a metal detector to be used to locate valves in the field. **MOTION** made by Commissioner Frank Emory, seconded by Commissioner Mike Haddock and unanimously carried **THAT** the Capital Request for two metal detectors at a cost of \$799.95 each be **APPROVED** as presented. A copy of this capital request is marked **EXHIBIT B** and is hereby incorporated and made a part of the minutes.

3. AUDIT CONTRACT

Mr. Franky Howard presented the Board with the Audit Contract for FY 2016-17. **MOTION** made by Commissioner Joseph Wiggins seconded by Commissioner Frank Emory and unanimously carried **THAT** the Audit Contract be **APPROVED** as presented. A copy of this

Audit Contract is marked **EXHIBIT A** and is hereby incorporated and made a part of the minutes.

4. HEALTH DEPARTMENT- RABIES FEES

Mr. Franky Howard presented the Board with a request from the Health Department to adjust the Rabies Fee. The cost of the vaccine is going up and therefore there is a need to adjust the fee. Mr. Smith, Health Director, has surveyed other counties and has determined that there is a need to go with \$7/animal from the current fee of \$5/animal. **MOTION** made by Commissioner Frank Emory seconded by Commissioner Joseph Wiggins and unanimously carried **THAT** the fee adjustment be **APPROVED** as presented. A copy of this request is marked **EXHIBIT D** and is hereby incorporated and made a part of minutes

5. SHERIFF DEPARTMENT- CAPITAL REQUEST

Mr. Franky Howard presented the Board with a capital request from the Sheriff Department. The capital request is for the purchase of a Drug Seizure vehicle. The vehicle is a 2007 Tahoe and the lien is \$6000.00. In order to obtain the vehicle the lien will have to be paid off and the Sheriff Department will be using Drug Seizure fund to cover the request. The Ford Explorer the Sheriff Department has will be transferred to County Admin for General County use. **MOTION** made by Commissioner Frank Emory seconded by Commissioner Joseph Wiggins and unanimously carried **THAT** the capital request be **APPROVED** as presented.

6. BUDGET WORKSHOP SCHEDULE

Mr. Franky Howard explained to the Board that they needed to set a schedule in place to review the budget. Mr. Howard explained that the goal is for a June 6th adoption which is the first meeting in June. Mr. Howard requested a tentative date be set within the week of May 9th as the first Budget Meeting. Information only no action needed.

COUNTY MANAGER'S REPORT

Mr. Franky Howard announced that there will be a End of School Year Celebration Thursday May 26th at 6:00 pm at the High School Gym.

COMMISSIONER'S REPORTS

Commissioner Frank Emory requested an update on the Fire Hydrants.

Commissioner Sondra Ipock-Riggs state that Hurricane season starts on June 1st, and requested information be provided on who is in charge of the shelters and where the shelters will be located. Commissioner Ipock-Riggs also stated she received a call from Margaret Turner stating that the state has stopped up her ditch and it is an issue that needs to be addressed because this is causing water to back up. Also, Commissioner Ipock-Riggs wanted to know where the lottery money was that was promised to the County. The Commissioners requested that Franky would send a letter to the legislature to receive back 40% of the original money that was voted on previously.

Commissioner Mike Haddock requested an update on the FSA.

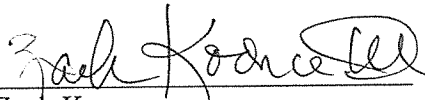
Commissioner Joseph Wiggins requested an update on the highway 17 project.

Commissioner Zack Koonce requested for someone to replace him on the Trillium Board due to a conflict he has with the Friends of Brocks Mill Pond Board. Commissioner Mike Haddock volunteered to be the replacement on the Trillium Board.

PUBLIC COMMENT

Mr. Wayne Hurley commented on water quality issues and wanted to know how much the school celebration was costing the county.

MOTION made by Commissioner Joe Wiggins, seconded by Commissioner Mike Haddock, and unanimously carried **THAT** the meeting be **ADJOURN** at 9:50 a.m.


Zack Koonce
Chairman

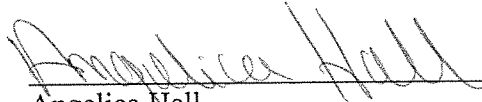

Angelica Hall
Clerk to the Board

EXHIBIT A

<u>NAME</u>	<u>AMOUNT</u>	<u>ACCT #</u>
PENNIE MILLER	\$103.92	28046
2901 MARY TATE RD		
PINK HILL, NC 28572		
Summary:		
Total \$ received for Tax	\$636.02	
less refund	103.92	
Total \$ received for Tax	532.1	

EXHIBIT B



Angelica K Hall, Clerk to the Board
P.O. Box 340
Trenton, NC 28585
252-448-7571
Fax 252-448-1072
ahall@jonescountync.gov

**AGENDA REQUEST
JONES COUNTY BOARD OF COMMISSIONERS**

DATE OF MEETING: May 16th, 2016 / 7:00pm

REQUEST FROM (Department, agency etc): Water Department

PRESENTER'S NAME AND TITLE: Mike Houston / Metal Detector(s) Capital Request

PRESENTATION TIME NEEDED: 1-3 mins.

LEGAL REVIEW REQUIRED: ☐ Yes ☒ No

DESCRIPTION OF AGENDA ITEM (need detailed information and funding source if applicable): (2) Magna-Trak 102 locator Ferromagnetic (metal detector's) needed for field work, water valve box locating purposes.

RECOMMENDED MOTION: Purchase Approval

ARE THERE ANY ATTACHMENTS/BACKUP INFORMATION?: (Only one copy of the attachment is needed) Yes. attachments are included

DEADLINES ASSOCIATED WITH THIS AGENDA ITEM: N/A

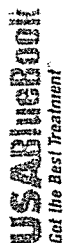
MY PIC'S 002.jpg

PHONE NUMBER: 252-675-2380

EMAIL ADDRESS: mhouston@jonescountynetn.gov

All agenda items must be received no later than noon the Monday before the meeting (one week in advance). Regularly scheduled board meetings are held the first Monday of the month at 8:30 a.m. and the third Monday of the month at 7:00 p.m. The board travels for some third Monday meetings. Please refer to the Jones County website or call Angelica K. Hall for meeting locations.

4/25/2016

[illegible]

Magna-Trak 102 Locator Ferromagnetic

- Probe waterproof up to housing; water-resistant housing

58629 : 1991

Catalog Price: \$779.95

Quantity: 1	Add to Cart	Add to Wish List
-------------	-------------	------------------

The Magnus Iron 100 series heaters feature a waterpuff, 20" long aluminum probe. They operate for about 100 hours of intermittent use on 5 AA batteries.

* (ANALYST'S) AND WORKING GROUP MEMBERS SHOULD BE GIVEN THE SAME EDUCATIONAL TRAINING AND SUPPORT TO IMPROVE A CHALLENGE FOR THE FUTURE.

MagnaTrack 100 has the same features as MagnaTrack 101, plus a display that helps identify the target, even in noisy conditions where the audio tone may be difficult to hear. The numeric display on the front LCD displays the car's over-board and features a low battery indicator.

Our top-of-the-line Blazer-Trak 122 has the same features as Magnatec 150, plus a push-button "erase" feature and power-tilt indicator for greater flexibility and enhanced performance.

[illegible]

includes: a soft carrying case, six AA batteries and a 5-year warranty.

Recently Viewed Products

742

1990

Our Business:

Resources:

My Account: _____

Author's address: Department of Applied and Computational Mathematics, University of Bath, Bath, BA2 9AY, UK. E-mail: m.j.hart@bath.ac.uk

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4000 PINE STREET, 6TH FLOOR, NEW YORK, NY 10014-2001

4252916

EXHIBIT C

CLIENT'S COPY



BARROW, PARRIS & DAVENPORT, P.A.

CERTIFIED PUBLIC ACCOUNTANTS

662 SUSSEX STREET

KINSTON, NORTH CAROLINA 28504-8319

EDWARD L. BARROW, CPA
JAY A. PARRIS, CPA
L. DOCK DAVENPORT II, CPA

MEMBERS
NORTH CAROLINA ASSOCIATION OF CERTIFIED PUBLIC ACCOUNTANTS
AMERICAN INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS

Prepared By
BARROW, PARRIS & DAVENPORT, PA
CERTIFIED PUBLIC ACCOUNTANTS

MAILING ADDRESS
POST OFFICE BOX 6069
KINSTON, NC 28501-0069
TELEPHONE: (252) 522-5200
FAX: (252) 523-6366

April 19, 2016

Ms. Brenda Reece
Finance Officer
Jones County
PO Box 266
Trenton, NC 28585

RE: 2015-2016 Jones County Audit

Dear Brenda:

Enclosed is our contract proposal and engagement letter for performing and submitting a report on the Audit of the Jones County for the fiscal year 2015-2016.

The contract and engagement letter should be executed (signed by the Chairperson, DPCU Chairperson and Finance Officer, dated) and returned to Barrow, Parris & Davenport, P.A. in the enclosed envelope for submission.

We appreciate very much this opportunity to provide this proposal and look forward to working with you again.

Yours very truly,

BARROW, PARRIS & DAVENPORT, P.A.

Jay A. Parris, CPA
Jay A. Parris, CPA

JAP/as

Enclosures

LGC-205 (Rev. 2016)

CONTRACT TO AUDIT ACCOUNTS

Of County of Jones
Primary Governmental Unit
Jones County Industrial Facility and Pollution Control Financing Authority
Discretely Presented Component Unit (DPCU) if applicable

On this 19th day of April, 2016

Auditor: Barrow, Parris & Davenport, P.A. Auditor Mailing Address: PO Box 6069
Kinston, NC 28501-0069 Hereinafter referred to as The Auditor

and Commissioners (Governing Board(s)) of County of Jones
(Primary Government)

and Jones County Industrial Facility and Pollution Control Financing Authority : hereinafter referred to as the Governmental Unit(s), agree as follows:
(Discretely Presented Component Unit)

1. The Auditor shall audit all statements and disclosures required by generally accepted accounting principles (GAAP) and additional required legal statements and disclosures of all funds and/or divisions of the Governmental Unit (s) for the period beginning July 1, 2015, and ending June 30, 2016. The non-major combining, and individual fund statements and schedules shall be subjected to the auditing procedures applied in the audit of the basic financial statements and an opinion will be rendered in relation to (as applicable) the governmental activities, the business-type activities, the aggregate DPCUs, each major governmental and enterprise fund, and the aggregate remaining fund information (non-major government and enterprise funds, the internal service fund type, and the fiduciary fund types).
2. At a minimum, the Auditor shall conduct his/her audit and render his/her report in accordance with generally accepted auditing standards. The Auditor shall perform the audit in accordance with *Government Auditing Standards* if required by the State Single Audit Implementation Act, as codified in G.S. 159-34. If required by OMB *Uniform Administration Requirements, Cost Principles, and Audit Requirements for Federal Awards, Final Rule*, (Uniform Guidance) and the State Single Audit Implementation Act, the Auditor shall perform a Single Audit. This audit and all associated audit documentation may be subject to review by Federal and State agencies in accordance with Federal and State laws, including the staffs of the Office of State Auditor (OSA) and the Local Government Commission (LGC). If the audit and/or audit documentation are found in this review to be substandard, the results of the review may be forwarded to the North Carolina State Board of CPA Examiners (NC CPA Board).

County and Multi-County Health Departments: The Office of State Auditor will designate certain programs that have eligibility requirements to be considered major programs in accordance with OMB Uniform Guidance for the State of North Carolina. The LGC will notify the auditor and the County and Multi-County Health Department of these programs. A County or a Multi-County Health Department may be selected to audit any of these programs as major.

3. If an entity is determined to be a component of another government as defined by the group audit standards - the entity's auditor will make a good faith effort to comply in a timely manner with the requests of the group auditor in accordance with AU-6 §600.41 - §600.42.
4. This contract contemplates an unqualified opinion being rendered. The audit shall include such tests of the accounting records and such other auditing procedures as are considered by the Auditor to be necessary in the circumstances. Any limitations or restrictions in scope which would lead to a qualification should be fully explained in an attachment to this contract.
5. If this audit engagement is subject to the standards for audit as defined in *Government Auditing Standards*, 2011 revisions, issued by the Comptroller General of the United States, then by accepting this engagement, the Auditor warrants that he has met the requirements for a peer review and continuing education as specified in *Government*

Contract to Audit Accounts (cont.)

County of Jones

Governmental Unit

Jones County Industrial Facility and Pollution Control Financing Authority

Discretely Presented Component Units (DPCU) if applicable

Auditing Standards. The Auditor agrees to provide a copy of their most recent peer review report regardless of the date of the prior peer review report to the Governmental Unit and the Secretary of the LGC prior to the execution of the audit contract (See Item 22). If the audit firm received a peer review rating other than pass, the Auditor shall not contract with the Governmental Unit without first contacting the Secretary of the LGC for a peer review analysis that may result in additional contractual requirements.

If the audit engagement is not subject to Government Accounting Standards or if financial statements are not prepared in accordance with GAAP and fail to include all disclosures required by GAAP, the Auditor shall provide an explanation as to why in an attachment..

6. It is agreed that time is of the essence in this contract. All audits are to be performed and the report of audit submitted to the State and Local Government Finance Division (SLGFD) within four months of fiscal year end. Audit report is due on: October 31, 2016. If it becomes necessary to amend this due date or the audit fee, an amended contract along with a written explanation of the delay must be submitted to the secretary of the LGC for approval.
7. It is agreed that generally accepted auditing standards include a review of the Governmental Unit's systems of internal control and accounting as same relate to accountability of funds and adherence to budget and law requirements applicable thereto; that the Auditor will make a written report, which may or may not be a part of the written report of audit, to the Governing Board setting forth his findings, together with his recommendations for improvement. That written report must include all matters defined as "significant deficiencies and material weaknesses" in AU-C 265 of the *AICPA Professional Standards (Clarified)*. The Auditor shall file a copy of that report with the Secretary of the LGC.
8. ~~All local government and public authority contracts for audit or audit-related work require the approval of the Secretary of the LGC. This includes annual or special audits, agreed upon procedures related to internal controls, bookkeeping or other assistance necessary to prepare the Governmental Unit's records for audit, financial statement preparation, any finance-related investigations, or any other audit-related work in the State of North Carolina. Invoices for services rendered under these contracts shall not be paid by the Governmental Unit until the invoice has been approved by the Secretary of the LGC. (This also includes any progress billings.) [G.S. 159-34 and 115C-447] All invoices for Audit work must be submitted by email in PDF format to the Secretary of the LGC for approval. The invoices must be sent via upload through the current portal address: <http://nctreasurer.slgfd.leapfile.net>. Subject line should read "Invoice – [Unit Name]". The PDF invoice marked 'approved' with approval date will be returned by email to the Auditor to present to the Governmental Unit for payment. Approval is not required on contracts and invoices for system improvements and similar services of a non-auditing nature.~~
9. In consideration of the satisfactory performance of the provisions of this contract, the Primary Governmental Unit shall pay to the Auditor, upon approval by the Secretary of the LGC, the fee, which includes any cost the Auditor may incur from work paper or peer reviews or any other quality assurance program required by third parties (Federal and State grantor and oversight agencies or other organizations) as required under the Federal and State Single Audit Acts. (Note: Fees listed on signature pages.)
10. If the Governmental Unit has outstanding revenue bonds, the Auditor shall include documentation either in the notes to the audited financial statements or as a separate report submitted to the SLGFD along with the audit report, a calculation demonstrating compliance with the revenue bond rate covenant. Additionally, the Auditor should be aware that any other bond compliance statements or additional reports required in the authorizing bond documents need to be submitted to the SLGFD simultaneously with the Governmental Unit's audited financial statements unless otherwise specified in the bond documents.

Contract to Audit Accounts (cont.)

County of Jones

Governmental Unit

Jones County Industrial Facility and Pollution Control Financing Authority

Discretely Presented Component Units (DPCU) if applicable

11. After completing the audit, the Auditor shall submit to the Governing Board a written report of audit. This report shall include, but not be limited to, the following information: (a) Management's Discussion and Analysis, (b) the financial statements and notes of the Governmental Unit and all of its component units prepared in accordance with GAAP, (c) supplementary information requested by the client or required for full disclosure under the law, and (d) the Auditor's opinion on the material presented. The Auditor shall furnish the required number of copies of the report of audit to the Governing Board as soon as practical after the close of the accounting period.
12. If the audit firm is required by the NC CPA Board or the Secretary of the LGC to have a pre-issuance review of their audit work, there must be a statement added to the engagement letter specifying the pre-issuance review including a statement that the Governmental Unit will not be billed for the pre-issuance review. The pre-issuance review must be performed prior to the completed audit being submitted to the LGC. The pre-issuance report must accompany the audit report upon submission to the LGC.
13. The Auditor shall electronically submit the report of audit to the LGC as a text-based PDF file when (or prior to) submitting the invoice for services rendered. The report of audit, as filed with the Secretary of the LGC, becomes a matter of public record for inspection, review and copy in the offices of the SLGFD by any interested parties. Any subsequent revisions to these reports must be sent to the Secretary of the LGC. These audited financial statements, excluding the Auditors' opinion, may be used in the preparation of official statements for debt offerings, by municipal bond rating services to fulfill secondary market disclosure requirements of the Securities and Exchange Commission and other lawful purposes of the Governmental Unit without subsequent consent of the Auditor. If it is determined by the LGC that corrections need to be made to the Governmental Unit's financial statements, they should be provided within three days of notification unless another time frame is agreed to by the LGC.

If the OSA designates certain programs to be audited as major programs, as discussed in item #2, agreed-upon procedures report, a turnaround document and a representation letter addressed to the OSA shall be submitted to the LGC.

The LGC's process for submitting contracts, audit reports and invoices is subject to change. Auditors should use the submission process in effect at the time of submission. The most current instructions will be found on our website: <https://www.nctreasurer.com/slge/Pages/Audit-Forms-and-Resources.aspx>

14. Should circumstances disclosed by the audit call for a more detailed investigation by the Auditor than necessary under ordinary circumstances, the Auditor shall inform the Governing Board in writing of the need for such additional investigation and the additional compensation required therefore. Upon approval by the Secretary of the LGC, this contract may be varied or changed to include the increased time and/or compensation as may be agreed upon by the Governing Board and the Auditor
15. If an approved contract needs to be varied or changed for any reason, the change must be made in writing, on the Amended LGC-205 contract form and pre-audited if the change includes a change in audit fee. This amended contract needs to be completed in full, including a written explanation of the change, signed and dated by all original parties to the contract, and then must be submitted through the audit contract portal to the Secretary of the LGC for approval. The portal address to upload your amended contract is <http://nctreasurer.slgfd.leapfile.net>. No change shall be effective unless approved by the Secretary of the LGC, the Governing Board, and the Auditor.
16. Whenever the Auditor uses an engagement letter with the Governmental Unit, Item #17 is to be completed by referencing the engagement letter and attaching a copy of the engagement letter to the contract to incorporate the engagement letter into the contract. In case of conflict between the terms of the engagement letter and the terms of

Contract to Audit Accounts (cont.)

County of Jones

Governmental Unit

Jones County Industrial Facility and Pollution Control Financing Authority

Discretely Presented Component Units (DPCU) if applicable

this contract, the terms of this contract will control. Engagement letter terms are deemed to be void unless the conflicting terms of this contract are specifically deleted in Item #24 of this contract. Engagement letters containing indemnification clauses will not be approved by the LGC.

17. Special provisions should be limited. Please list any special provisions in an attachment.
18. A separate contract should not be made for each division to be audited or report to be submitted. If a DPCU is subject to the audit requirements detailed in the Local Government Budget and Fiscal Control Act and a separate audit report is issued, a separate audit contract is required. If a separate report is not to be issued and the DPCU is included in the primary government audit, the DPCU must be named along with the parent government on this audit contract. Signatures from the DPCU Board chairman and finance officer also must be included on this contract.
19. The contract must be executed, pre-audited, physically signed by all parties including Governmental Unit and Auditor signatures and submitted in PDF format to the Secretary of the LGC. The current portal address to upload your contractual documents is <http://nctreasurer.slgfd.leapfile.net>. Electronic signatures are not accepted at this time. Included with this contract are instructions to submit contracts and invoices for approval as of October 2015. These instructions are subject to change. Please check the NC Treasurer's web site at www.nctreasurer.com for the most recent instructions.
20. The contract is not valid until it is approved by the LGC Secretary. The staff of the LGC shall notify the Governmental Unit and Auditor of contract approval by email. The audit should not be started before the contract is approved.
21. There are no other agreements between the parties hereto and no other agreements relative hereto that shall be enforceable unless entered into in accordance with the procedure set out herein and approved by the Secretary of the LGC.
22. E-Verify. Auditor shall comply with the requirements of NCGS Chapter 64 Article 2. Further, if Auditor utilizes any subcontractor(s), Auditor shall require such subcontractor(s) to comply with the requirements of NCGS Chapter 64, Article 2.
23. Contractor hereby certifies that Contractor, and all subcontractors, are not on the Iran Final Divestment List ("List") created by the North Carolina State Treasurer pursuant to N.C.G.S. 143-6A-4. Contractor shall not utilize any subcontractor that is identified on the List.
24. All of the above paragraphs are understood and shall apply to this contract, except the following numbered paragraphs shall be deleted: (See Item 16 for clarification).

SIGNATURE PAGES FOLLOW

Contract to Audit Accounts (cont.) _____ County of Jones
 Governmental Unit
 Jones County Industrial Facility and Pollution Control Financing Authority
 Discretely Presented Component Units (DPCU) if applicable

County of Jones _____ - FEES
 Year-end bookkeeping assistance -- [For audits subject to Government Auditing Standards, this is limited to bookkeeping services permitted by revised Independence Standards] _____
 Audit _____ See Attachment A

Preparation of the annual financial Statements _____
 Prior to submission of the completed audited financial report, applicable compliance reports and amended contract (if required) the Auditor may submit invoices for approval for services rendered, not to exceed 75% of the total of the stated fees above. If the current contracted fee is not fixed in total, invoices for services rendered may be approved for up to 75% of the prior year audit fee.
 The 75% cap for interim invoice approval for this audit contract is \$ 38,625.00
 ** NA if there is to be no interim billing

Communication regarding audit contract requests for modification or official approvals will be sent to the email addresses provided in the spaces below.

Audit Firm Signature:

Barrow, Parris & Davenport, P.A.
 Name of Audit Firm

By Jay A. Parris, CPA
 Authorized Audit firm representative name: Type or print

Jay A. Parris, CPA
 Signature of authorized audit firm representative

Date 4-20-16
 jparris@bpdcpa.com

Email Address of Audit Firm

Governmental Unit Signatures:

County of Jones
 Name of Primary Government

By Zach A. Koonce, III, Chairperson
 Mayor / Chairperson: Type or print name and title

Zach A. Koonce
 Signature of Mayor/Chairperson of governing board

Date _____

By N/A
 Chair of Audit Committee - Type or print name

Signature of Audit Committee Chairperson **

Date N/A
 ** If Governmental Unit has no audit committee, mark this section "N/A"

County of Jones

PRE-AUDIT CERTIFICATE: Required by G.S. 159-28 (a)

This instrument has been pre-audited in the manner required by The Local Government Budget and Fiscal Control Act or by the School Budget and Fiscal Control Act. Additionally, the following date is the date this audit contract was approved by the governing body.

By Brenda Reece, Finance Officer
 Primary Governmental Unit Finance Officer:
 Type or print name

Brenda Reece
 Primary Government Finance Officer Signature

Date
 (Pre-audit Certificate must be dated.)

breece@jonescountync.gov
 Email Address of Finance Officer

Date Primary Government Governing Body
 Approved Audit Contract - G.S. 159-34(a)

Brenda Reece

Contract to Audit Accounts (cont.) County of Jones
Governmental Unit
Jones County Industrial Facility and Pollution Control Financing Authority
Discretely Presented Component Units (DPCU) if applicable

**** This page to only be completed by Discretely Presented Component Units ****

Jones County Industrial Facility and Pollution Control Financing Authority FEES
Year-end bookkeeping assistance – [For audits subject to Government Auditing Standards, this is limited to
bookkeeping services permitted by revised Independence Standards]

Audit

Preparation of the annual financial Statements

Prior to submission of the completed audited financial report, applicable compliance reports and amended contract (if required) the Auditor may submit invoices for approval for services rendered, not to exceed 75% of the total of the stated fees above. If the current contracted fee is not fixed in total, invoices for services rendered may be approved for up to 75% of the prior year audit fee.

The 75% cap for interim invoice approval for this audit contract is \$

**** NA if there is to be no interim billing**

Communication regarding audit contract requests for modification or official approvals will be sent to the email addresses provided in the spaces below.

DPCU Governmental Unit Signatures:

Jones County Industrial Facility and Pollution Control Financing Authority

Name of Discretely Presented Component Unit

By Charles Jones, Chairperson

DPCU Board Chairperson: Type or print name and title

Signature of Chairperson of DPCU governing board

Date 5/2/16

By N/A

Chair of Audit Committee - Type or print name

Signature of Audit Committee Chairperson

Date N/A

**** If Governmental Unit has no audit committee, mark this section "N/A"**

Jones County Industrial Facility and Pollution Control Financing Authority

PRE-AUDIT CERTIFICATE: Required by G.S. 159-28 (a)

This instrument has been pre-audited in the manner required by The Local Government Budget and Fiscal Control Act or by the School Budget and Fiscal Control Act. Additionally, the following date is the date this audit contract was approved by the governing body.

By Brenda C Reece

DPCU Finance Officer:

Type or print name

Brenda C Reece

DPCU Finance Officer Signature

Date 5/2/16

(Pre-audit Certificate must be dated.)

breece@jonescountync.gov

Email Address of Finance Officer

Date DPCU Governing Body Approved Audit Contract - G.S. 159-34(a)

Brenda C Reece

Contract to Audit Accounts (cont.)

County of Jones

Governmental Unit

Jones County Industrial Facility and Pollution Control Financing Authority

Discretely Presented Component Units (DPCU) if applicable

Steps to Completing the Audit Contract

1. Complete the Header Information – NEW: If a DPCU is subject to the audit requirements as detailed in the Local Government Budget and Fiscal Control Act and a separate audit report is issued, a separate audit contract is required. If a separate report is not issued for the DPCU and is to be included in the Primary Government's audit, the DPCU must be named with the parent government on this Audit contract. The Board chairman of the DPCU also must sign the Audit contract.
2. Item No. 1 – Complete the period covered by the audit
3. Item No. 6 – Fill in the audit due date. For Governmental Unit (s), the contract due date can be no later than 4 months after the end of the fiscal year, even though amended contracts may not be required until a later date.
4. Item No. 8 – If the process for invoice approval instructions changed, the Auditor should make sure he and his administrative staff are familiar with the current process. Instructions for each process can be found at the following link. <https://www.nctreasurer.com/sl原因/Pages/Audit-Forms-and-Resources.aspx>
5. Item No. 9 – NEW: Please note that the fee section has been moved to the signature pages, Pages 5 & 6.
6. Item No. 16 – If there is a reference to an engagement letter or other document (ex: Addendum), has the engagement letter or other document been acknowledged by the Governmental Unit and attached to the contract submitted to the SLGFD?
 - a. Do the terms and fees specified in the engagement letter agree with the Audit contract? *"In case of conflict between the terms of the engagement letter and the terms of this contract, the terms of this contract will control."*
 - b. Does the engagement letter contain an indemnification clause? The audit contract will not be approved if there is an indemnification clause – refer to LGC Memo # 986.
7. Complete the fee section for BOTH the Primary Government and the DPCU (if applicable) on the signature pages, please note:
 - The cap on interim payments is 75% of the current audit fee for services rendered if the contracted fee amount is a fixed amount. If any part of the fee is variable, interim payments are limited to 75% of the prior year's total audit fee. If the contract fee is partially variable, we will compare the authorized interim payment on the contract to 75% of last year's actual approved total audit fee amount according to our records. There is a report of audit fees paid by each governmental unit on our web site: <https://www.nctreasurer.com/sl原因/Pages/Non-Audit-Services-and-Audit-Fees.aspx> - Auditors and Audit Fees.
Please call or email Steven Holmberg of our office at 919-807-2394 steven.holmberg@nctreasurer.com if you have any questions about the fees on this list.
 - For variable fees for services, are the hourly rates or other rates clearly stated in detail? If issued separately in an addendum, has the separate page been acknowledged in writing by the Governmental Unit?

Contract to Audit Accounts (cont.)

County of Jones

Governmental Unit

Jones County Industrial Facility and Pollution Control Financing Authority

Discretely Presented Component Units (DPCU) if applicable

- For fees for services that are a combination of fixed and variable fees, are the services to be provided for the fixed portion of the fee clearly stated? Are the hourly rates or other rates clearly stated for the variable portion of the fee? (Note: See previous bullet point regarding variable fees.)
 - If there is to be no interim billing, please indicate N/A instead of leaving the line blank.
8. Signature Area – There are now 2 Signature Pages: one for the Primary Government and one for the DPCU. Send the page(s) that are applicable to your Unit of Government. Make sure all signatures have been obtained, and properly dated. The contract must be approved by Governing Boards pursuant to G.S. 159-34(a). NEW - If this contract includes auditing a DPCU that is a Public Authority under the Local Government Budget and Fiscal Control Act it must be named in this Audit contract and the Board chairperson of the DPCU must also sign the Audit contract in the area indicated. If the DPCU has a separate Audit, a separate Audit contract is required for the DPCU.
9. Please place the date the Unit's Governing Board and the DPCU's governing Board (if applicable) approved the audit contract in the space provided.
- a. Please make sure that you provide email addresses for the audit firm and finance officer as these will be used to communicate official approval of the contract.
 - b. Has the pre-audit certificate for the Primary Government (and the DPCU if applicable) been signed and dated by the appropriate party?
 - c. Has the name and title of the Mayor or Chairperson of the Unit's Governing Board and the DPCU's Chairperson (if applicable) been typed or printed on the contract and has he/she signed in the correct area directly under the Auditor's signature?
10. If the Auditor is performing an audit under the yellow book or single audit rules, has year-end bookkeeping assistance been limited to those areas permitted under the revised GAO Independence Standards? Although not required, we encourage Governmental Units and Auditors to disclose the nature of these services in the contract or an engagement letter. Fees for these services should be shown in the space indicated on the applicable signature page(s) of the contract.
11. Has the most recently issued peer review report for the audit firm been included with the contract? This is required if the audit firm has received a new peer review report that has not yet been forwarded to us. The audit firm is only required to send the most current Peer Review report to us once – not multiple times.
12. After all the signatures have been obtained and the contract is complete, please convert the contract and all other supporting documentation to be submitted for approval into a PDF file. Peer Review Reports should be submitted in a separate PDF file. These documents should be submitted using the most current submission process which can be obtained at the NC Treasurer's web site – <https://www.nctreasurer.com/slg/Pages/Audit-Forms-and-Resources.aspx>.
13. NEW: If an audit is unable to be completed by the due date, an Amended Contract should be completed and signed by the unit and auditor, using the new "Amended LGC-205" form (Rev. 2015). The written explanation for the delay is now included on the contract itself to complete, and must be signed by the original parties to the contract.



EDWARD L. BARROW, CPA
JAY A. PARRIS, CPA
L. DOCK DAVENPORT II, CPA

BARROW, PARRIS & DAVENPORT, P.A.
CERTIFIED PUBLIC ACCOUNTANTS
662 SUSSEX STREET
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MEMBERS
NORTH CAROLINA ASSOCIATION OF CERTIFIED PUBLIC ACCOUNTANTS
AMERICAN INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS

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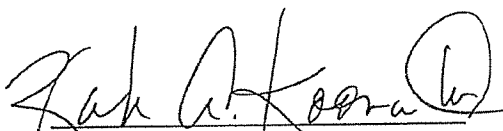
Contract to Audit Accounts of the County of Jones
April 19, 2016

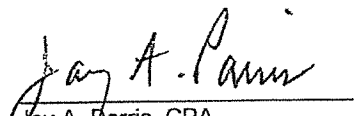
ATTACHMENT A


\$51,500

Invoices will be submitted at the end of each month beginning with July covering the work performed for the month. Interim billing will not exceed 75% of the total contract.

Audit	\$46,350
Preparation of Financial Statements	5,150
	<u>\$51,500</u>


Zach A. Koonce, III
Chairperson


Jay A. Parris, CPA
Barrow, Parris & Davenport, P.A.


Brenda Reece
Finance Officer



EDWARD L. BARROW, CPA
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April 19, 2016

County of Jones
Trenton, NC 28585

We are pleased to confirm our understanding of the services we are to provide County of Jones for the year ended June 30, 2016. We will audit the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements, of County of Jones as of and for the year ended June 30, 2016. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement County of Jones' basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to County of Jones' RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

1. Management's Discussion and Analysis.
2. Supplementary Required Information, as required by the Government Accounting Standards Board (GASB) or by the Financial Accounting Standards Board (FASB).

We have also been engaged to report on supplementary information other than RSI that accompanies County of Jones' financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America and will provide an opinion on it in relation to the financial statements as a whole, in a report combined with our auditor's report on the financial statements:

1. Schedule of expenditures of federal and State awards.
2. All combining and individual fund and account group financial statements.

Audit Objectives

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. The objective also includes reporting on—

- Internal control related to the financial statements and compliance with the provision of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.

County of Jones
April 19, 2016
Page 2

- Internal control related to major programs and an opinion (or disclaimer of opinion) on compliance with laws, regulations, and the provisions of contracts or grant agreements that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*, as described in the *Audit Manual for Government Auditors in North Carolina* (as applicable).

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will include a paragraph that states (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The OMB Circular A-133 report on internal control over compliance will include a paragraph that states that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of OMB Circular A-133. Both reports will state that the report is not suitable for any other purpose.

Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; the *Audit Manual for Governmental Auditors in North Carolina*; and the provisions of OMB Circular A-133, and will include tests of accounting records, a determination of major program(s) in accordance with OMB Circular A-133, and other procedures we consider necessary to enable us to express such opinions. We will issue written reports upon completion of our Single Audit. Our reports will be addressed to the Board of Commissioners of County of Jones. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the financial statements or the Single Audit compliance opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue reports, or may withdraw from this engagement.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements or noncompliance may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or major programs. However, we will inform the appropriate level of management of any material errors or any fraudulent financial reporting or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. We will include such matters in the reports required for a Single Audit.

County of Jones
April 19, 2016
Page 3

Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about the financial statements; schedule of expenditures of federal and State awards, federal award programs, State award programs; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

Audit Procedures—Internal Control

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by OMB Circular A-133, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to OMB Circular A-133.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and OMB Circular A-133.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of County of Jones' compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

OMB Circular A-133 requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with applicable laws and regulations and the provisions of contracts and grant agreements applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Circular A-133 Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of County of Jones' major programs. The purpose of these procedures will be to express an opinion on County of Jones' compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to OMB Circular A-133.

Other Services

We will also assist in preparing the financial statements, schedule of expenditures of federal awards, and related notes of County of Jones in conformity with U.S. generally accepted accounting principles and

County of Jones
April 19, 2016
Page 4

OMB Circular A-133 based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*.

Management Responsibilities

Management is responsible for (1) establishing and maintaining effective internal controls, including internal controls over compliance, and for evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards, and all accompanying information in conformity with U.S. generally accepted accounting principles; and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities also include identifying significant vendor relationships in which the vendor has responsibility for program compliance and for the accuracy and completeness of that information. Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants. Management is also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements, or abuse that we report. Additionally, as required by OMB Circular A-133, it is management's responsibility to follow up and take corrective action on reported audit findings and to prepare a summary schedule of prior audit findings and a corrective action plan. The summary schedule of prior audit findings should be available for our review.

You are responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received) in conformity with OMB Circular A-133. You agree to include our report on the schedule of expenditures of federal awards in any document that contains and indicates that we have reported on the schedule of expenditures of federal awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with OMB Circular A-133; (2) you believe the schedule of expenditures of federal awards, including its form and content, is fairly presented in accordance with OMB Circular A-133; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

County of Jones
April 19, 2016
Page 5

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the financial statements, schedule of expenditures of federal awards, related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, schedule of expenditures of federal awards, and related notes and that you have reviewed and approved the financial statements, schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Engagement Administration, Fees, and Other

We understand that your employees will locate any documents and invoices selected by us for testing.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to submit the reporting package (including financial statements, schedule of expenditures of federal and State awards, summary schedule of prior audit findings, auditor's reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. If applicable, we will provide copies of our report for you to include with the reporting package you will submit to pass-through entities. The Data Collection Form and the reporting package must be submitted within the earlier of 30 days after receipt of the auditor's reports or nine months after the end of the audit period, unless a longer period is agreed to in advance by the cognizant or oversight agency for audits.

The audit documentation for this engagement is the property of Barrow, Parris & Davenport, P.A. and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to County of Jones or appropriate Cognizant or Oversight Agency for Audit or its designee, a federal agency providing direct or indirect funding, or the U.S. Governmental Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Barrow, Parris & Davenport, P.A. personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

County of Jones
April 19, 2016
Page 6

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the County of Jones or appropriate Cognizant Agency, Oversight Agency for Audit or pass-through entity. If we are aware that a federal awarding agency, State awarding agency, pass-through government, or auditee is contesting an audit finding, we will contact the party contesting the audit finding for guidance prior to destroying the audit documentation.

We expect to begin our audit as soon as possible and to issue our reports no later than October 31, 2016. Jay A. Parris, CPA is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Our fees for these services are contained in our "Contract to Audit Accounts," approved by the Local Government Commission. The fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

Government Auditing Standards require that we provide you with a copy of our most recent external peer review report and any letter of comment, and any subsequent peer review reports and letters of comment received during the period of the contract. Our 2015 peer review report accompanies this letter.

We appreciate the opportunity to be of service to County of Jones and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

BARROW, PARRIS & DAVENPORT, P.A.

Jay A. Parris, CPA
Jay A. Parris, CPA

RESPONSE:

This letter correctly sets forth the understanding of County of Jones

By: *[Signature]*
Title: Chairman
Date: 05/02/16

By: *[Signature]*
Title: Finance Officer
Date: 05/02/16



Koonce, Wooten & Haywood, LLP
CERTIFIED PUBLIC ACCOUNTANTS

SYSTEM REVIEW REPORT

To the Partners of Barrow, Parris & Davenport, P.A.
and the Peer Review Committee of the North Carolina Association
of Certified Public Accountants

We have reviewed the system of quality control for the accounting and auditing practice of Barrow, Parris & Davenport, P.A. (the firm) in effect for the year ended March 31, 2015. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. As a part of our peer review, we considered reviews by regulatory entities, if applicable, in determining the nature and extent of our procedures. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review. The nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at www.aicpa.org/prsummary.

As required by the standards, engagements selected for review included engagements performed under *Government Auditing Standards* and audits of employee benefit plans.

In our opinion, the system of quality control for the accounting and auditing practice of Barrow, Parris & Davenport, P.A. in effect for the year ended March 31, 2015, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Barrow, Parris & Davenport, P.A. has received a peer review rating of *pass*.

Koonce, Wooten & Haywood, LLP

Koonce, Wooten & Haywood, LLP

August 4, 2015

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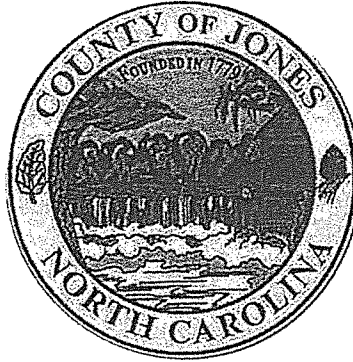
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919 542 6000
919 542 5764 FAX

EXHIBIT D



Angelica K. Hall, Clerk to the Board
P.O. Box 340
Trenton, NC 28585
252-448-7571
Fax 252-448-1072
ahall@jonescountync.gov

AGENDA REQUEST
JONES COUNTY BOARD OF COMMISSIONERS

DATE OF MEETING:

May 2, 2016REQUEST FROM (Department, agency, etc.): Health DepartmentPRESENTER'S NAME AND TITLE: Wesley P. Smith, Health DirectorPRESENTATION TIME NEEDED: 5 MinutesLEGAL REVIEW REQUIRED: ☐ Yes ☒ No

DESCRIPTION OF AGENDA ITEM (need detailed information and funding source if applicable): Per NCGS 130A-187(a), Local Clinics - The local health director shall organize or assist other county departments to organize at least one countywide rabies vaccination clinic per year for the purpose of vaccinating animals required to be vaccinated under this Part. Public notice of the time and place of rabies vaccination clinics shall be published in a newspaper having general circulation within the area. Per NCGS 130A-187(b) - Fee - The county board of commissioners may establish a fee to be charged for a rabies vaccination given at a county rabies vaccination clinic. The fee amount may consist of the following: (1) A charge for administering and storing the vaccine, not to exceed ten dollars (\$10.00); (2) The actual cost of the rabies vaccine, the vaccination certificate, and the rabies vaccination tag.

Jones County Health Department offers two rabies clinics per year (spring & fall), and currently charges a fee of \$5.00 for each vaccination given, currently a one (1) year rabies vaccination. Since we are assisted by a local Veterinarian at our clinics, we are planning on offering the option of a three (3) year vaccination. Based on our actual cost (\$5.08 for a 1 year vaccination and \$5.29 for a 3 year vaccination, our current fee of \$5.00 does not cover our actual costs.

RECOMMENDED MOTION: Approve an increase in the fee charged for a 1 year rabies vaccination to \$7.00 and approve the addition of a 3 year rabies vaccination, also at a fee of \$7.00

ARE THERE ANY ATTACHMENTS/BACKUP INFORMATION? (Only one copy of the attachment is needed) Yes

- (1) Revisions/Additions to Environmental Health Fee Schedule Effective May 2, 2016
- (2) Breakdown of our costs for rabies vaccination clinics, including a list of fees currently charged by neighboring counties (including Pamlico and Greene)
- (3) Copy of NCGS 130A-187 County Rabies Vaccination Clinics

DEADLINES ASSOCIATED WITH THIS AGENDA ITEM: Yes, need approval before our next rabies vaccination clinic, currently scheduled for Saturday, June 4th from 10:00 am to noon

PHONE NUMBER: 252-448-9111 ext. 30000

EMAIL ADDRESS: wsmith@jonescountync.gov

All agenda items must be received no later than noon the Monday before the meeting (one week in advance). Regularly scheduled board meetings are held the first Monday of the month at 8:30 a.m. and the third Monday of the month at 7:00 p.m. The board travels for some third Monday meetings. Please refer to the Jones County website or call Angelica K. Hall for meeting locations.

Breakdown of Costs for Rabies Clinic (May and November of Each Year):

	1 Year Vaccination			3 Year Vaccination		
	Cost	Units	Cost/Unit	Cost	Units	Cost/Unit
Nobibac Rabies Vaccine	\$ 112.50	50	\$ 2.25	\$ 122.50	50	\$ 2.45
Tags and Hooks	\$ 32.00	100	\$ 0.32	\$ 32.00	100	\$ 0.32
Book of Vaccination Certificates	\$ 14.00	60	\$ 0.23	\$ 14.00	60	\$ 0.23
Needles	\$ 8.33	100	\$ 0.08	\$ 8.33	100	\$ 0.08
Total of Supplies	\$ 166.83		\$ 2.89	\$ 176.83		\$ 3.09
Sales Tax on Supplies	\$ 11.26		\$ 0.19	\$ 11.94		\$ 0.21
Subtotal Supplies	\$ 178.09		\$ 3.08	\$ 188.77		\$ 3.29
Admin/Storage Fee Per Animal (Not to exceed \$10) - What we pay the Veterinarian			\$ 2.00			\$ 2.00
Total Cost Per Animal Vaccinated			\$ 5.08			\$ 5.29
Current Vaccination Fee			\$ 5.00			\$ 5.00
Difference			\$ (0.08)			\$ (0.29)
Proposed Vaccination Fee			\$ 7.00			\$ 7.00
Fees in Other Counties:						
Carteret*			\$ 7.00			\$ 7.00
Craven/Pamlico Animal Control			\$ 7.00			\$ 7.00
Greene			\$ 10.00			\$ 10.00
Lenoir			\$ 8.00			\$ 8.00

* Carteret 3 year vaccination fee is \$7.00 paid by pet owner, and \$3.00 additional paid by the County to the Veterinarian



Jones County Health Department
418 Hwy 58 North, Unit C
Trenton, NC 28585

Phone: (252) 448-9111

Wesley P. Smith
Health Director

Fax: (252) 448-1670

Revisions/Additions to Environmental Health Fee Schedule

Old Fee Effective April 6, 2015

Rabies Shots (Fall/Spring Clinics – Dogs/Cats Only)	\$5.00
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New Fee Effective May 2, 2016:

Rabies Shots (Fall/Spring Clinics – Dogs/Cats Only)	
• 1 year vaccination	\$7.00
• 3 year vaccination	\$7.00

These revisions/additions to the Environmental Health Fee Schedule, with an effective date of May 2, 2016, were reviewed and approved by the Jones County Board of Health and the Jones County Board of Commissioners on the below respective dates:

Chair, Jones County Board of Health

Date

Chair, Jones County Board of Commissioners

Date

§ 130A-187. County rabies vaccination clinics.

(a) Local Clinics. – The local health director shall organize or assist other county departments to organize at least one countywide rabies vaccination clinic per year for the purpose of vaccinating animals required to be vaccinated under this Part. Public notice of the time and place of rabies vaccination clinics shall be published in a newspaper having general circulation within the area.

(b) Fee. – The county board of commissioners may establish a fee to be charged for a rabies vaccination given at a county rabies vaccination clinic. The fee amount may consist of the following:

- (1) A charge for administering and storing the vaccine, not to exceed ten dollars (\$10.00).
- (2) The actual cost of the rabies vaccine, the vaccination certificate, and the rabies vaccination tag. (1983, c. 891, s. 2; 1987, c. 219; 2009-327, s. 3.)

May 16, 2016 7:00 P.M.

JONES COUNTY BOARD OF COMMISSIONERS

REGULAR MEETING

JONES COUNTY AGRICULTURAL BUILDING, 110 MARKET STREET

TRENTON, NC 28585

MINUTES

COMMISSIONERS PRESENT:

Zack Koonce, Chairperson
Frank Emory, Vice-Chairperson
Mike Haddock, Commissioner
Joseph Wiggins, Commissioner
Sondra Ipock-Riggs, Commissioner

OFFICIALS PRESENT:

Franky J. Howard, County Manager
Angelica Hall, Clerk

COMMISSIONERS ABSENT:

The Chairperson called the meeting to order. Chairperson Zack Koonce gave the invocation.

MOTION was made by Commissioner Joseph Wiggins, seconded by Commissioner Frank Emory, and unanimously carried **THAT** the agenda be **APPROVED** as presented.

MOTION made by Commissioner Sondra Ipock-Riggs, seconded by Commissioner Frank Emory, and unanimously carried **THAT** the minutes for the Regular Meeting on May 2, 2016 be **APPROVED**.

PUBLIC COMMENT PERIOD:

No Public Comment

1. JAIL- CAPITAL REQUEST

Mr. Franky Howard presented the Board with a capital request for a new Transport Van for the Jail. The extra funds have already been budgeted for the current FY and no additional funds are being requested. **MOTION** made by Commissioner Sondra Ipock-Riggs, seconded by Commissioner Frank Emory and unanimously carried **THAT** the capital request be **APPROVED** as presented. A copy of the request is marked **EXHIBIT A** and is here by incorporated and made a part of the minutes.

2. WATER- CAPITAL REQUEST

Mr. Franky Howard presented the Board with a capital request for a new trailer to hold the Boring Machine for the Water Department. This will make things more convenient for the Water Crew and free up some storage space in the shelter. There are funds already budgeted in the Water Department for the request. **MOTION** made by Commissioner Joseph Wiggins, seconded by Commissioner Mike Haddock and unanimously carried **THAT** the capital request be **APPROVED** as presented. A copy of the request is marked **EXHIBIT B** and is here by incorporated and made a part of the minutes.